

BYLAWS
Of the
USDA NATURAL RESOURCES CONSERVATION SERVICE
COLORADO CIVIL RIGHTS COMMITTEE

PREAMBLE

The Colorado Civil Rights Committee is responsible to the NRCS Deputy Equal Opportunity Officer (State Conservationist). The Committee serves the following functions:

- Serves as an advisory body to the State Conservationist, to promote and assist meaningful and effective affirmative action consistent with the goals and objectives set forth by management.
- Provides feedback on the performance of Equal Opportunity and Civil Rights programs, identify areas of weakness, and makes recommendations for improvement.
- Identifies emerging areas needing special attention by the State Conservationist.
- Makes recommendations to the State Conservationist regarding policies, practices and procedures as they affect Equal Opportunity in Colorado.
- Promotes the career employment and advancement of NRCS employees to maintain a high quality diverse workforce consistent with the goals of the Affirmative Action Plan.

ARTICLE I

Name

Section 1: The name of the Committee shall be the USDA Natural Resources Conservation Service Colorado Civil Rights Committee (hereinafter, the "Committee" or "CCRC").

ARTICLE II

Purpose

Section 1: The purpose of this committee shall be to serve as an advisor to the Deputy Equal Opportunity Officer of the USDA Natural Resources Conservation Service. The State Conservationist of the Natural Resources Conservation Service is the Deputy Equal Opportunity Officer.

Section 2: Specific responsibilities of the Committee are listed under the Preamble.

ARTICLE III

Member

Section 1: The Committee will be composed of term-limited voting members and permanent advisory, non-voting members appointed by the State Conservationist.

Voting Members Include*:

Officers/Representatives	Special Emphasis Program Managers (SEPM)
Chair	American Indian/Alaska Native
Vice-Chair	Asian American/Pacific Islander
Secretary	Black Employment
State Office Representative	Hispanic Employment
Area Representatives	Disabled Employment
State Conservation Board Representative	Federal Women's
	LGBT Employment
	Veteran Employment

* Officers MAY be selected from the voting members on the committee

Permanent, non-voting advisors include:

State Conservationist	Deputy Equal Opportunity Officer
State Administrative Officer	Equal Opportunity Liaison Officer Principal Advisor Title 7
Assistant State Conservationist (Operations)	Principal Advisor Title 6
Human Resources Officer	Advisor
Outreach Coordinator	Advisor
Area Conservationist Representative	Advisor

Section 2: The Committee Chair shall recommend to the State Conservationist employees to fill vacancies on the committee.

Section 3: The membership of the Committee shall (to the extent practical) consist of representatives from all the areas and the state office and SEPM's of minority and non-minority groups, women, various grade levels, classification series and geographical regions within the state, and one representative of the Conservation Districts. Membership shall be limited to permanent Agency employees unless approved otherwise by the State Conservationist.

Section 4: Each new Committee member shall be appointed to serve a 3-year term with the option for reappointment to an additional 2 years, by the State Conservationist. The maximum length of service shall be 5 years; except that they may rejoin the committee

as a new member after a one-year absence. Advisors are exempted from this 5- year maximum length of service whose length of term is at the discretion of the State Conservationist. The State Conservation Board will select the representative for the Conservation Districts.

Section 5: The members shall, to the extent practical, serve overlapping terms to be effected by providing for appointment of 3 new members each year.

Section 6: In the event a Committee member leaves the Committee before serving a full term, the procedure set forth in Article III will be used to fill the vacancy.

Section 7: Term: The term of membership shall begin with the beginning of the fiscal year. Members appointed by the State Conservationist to fill a vacancy shall complete the existing term and assignments of the departing member; after which, they may apply to become a new member. .

ARTICLE IV Officers

Section 1: The officers of the Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary. Officers may be selected from existing Committee members.

Section 2: Eligibility: All Committee members will have voting privileges.

Section 3: Selection of Officers: The Chair is appointed by the State Conservationist. The committee provides a list of nominees for the Chair position to the State Conservationist, from which the selection may be made. The Committee will elect officers for the Vice-Chairperson and Secretary positions with concurrence by the State Conservationist.

Section 4: Term: Officers shall serve a 2-year term and shall be eligible for reappointment. If the term expires without reappointment, the officer at their election may continue to serve as an officer until new elections are held; except that it shall not exceed 4 months.

Section 5: Duties: The officers shall perform the duties prescribed by these laws and the parliamentary authority cited in Article VIII.

ARTICLE V Meeting

Section 1: Regular Meetings: The regular meetings of the committee shall be held once each quarter of the fiscal year (four meetings). The Committee Chairperson, in consultation with the State Conservationist and committee members, shall set exact dates.

Section 2: Special Meetings: Special meetings may be called by the Chairperson in consultation with the State Conservationist.

Section 3: Quorum: A majority of voting members shall constitute a quorum. Members may be present in person or via electronic means which may include teleconferencing and/or videoconferencing.

ARTICLE VI
Voting

Section 1: Except as otherwise and specifically provided for in these bylaws, decisions shall be reached by a consensus of the members at meetings in which a quorum is present. If no consensus is reached, the motion may be tabled until the next meeting where it can be reintroduced. If not re-introduced, then it is automatically dropped.

ARTICLE VII
Removal of Members

Section 1: All Committee members will attend meetings and conduct business on official time and at government expense. The Committee can request a member be replaced if two meetings are not attended or a member resigns, transfers, or retires or is otherwise separated from service.

ARTICLE VIII
Parliamentary Authority

Section 1: Motions to amend these bylaws may be submitted by any voting member of the Committee to the Chairperson.

Section 2: Decisions to amend the bylaws shall be reached by a consensus of the members at the meeting in which a quorum is present.

Section 3: All amendments to these bylaws are subject to the approval of the State Conservationist. These bylaws are hereby submitted for approval.

RECOMMENDED


Anthony G. Patek, Chair
Colorado Civil Rights Committee

August 15, 2013
Date

APPROVED:


Randy Randall, Acting State Conservationist
USDA Natural Resources Conservation Service

29 July 2013
Date

APPROVED


Cynthia Lair, Conservation Board Program Manager
Colorado State Conservation Board

August 14, 2013
Date